



Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

Parks and Properties Committee Meeting

March 11, 2024

6:45pm or immediately following the Administration and Finance Committee Meeting
Joe Doud Administration Building, 545 Academy Drive

AGENDA

- I. Call to Order—Chair Goodman; Members Kumar and Silverman
- II. Recognition of Visitors
- III. Approval of Meeting Minutes
3/11.12 Parks and Properties Committee Meeting of February 12, 2024
- IV. Informational Items / Verbal Updates
 - A. Preparation for 2024 Outdoor Athletic Season
 - B. Outdoor Athletic Field and Hard-Court Assessment Update
 - C. Solar Panel Lease Opportunity Northbrook Sports Center
 - D. Techny Prairie Activity Center UL Verified Ventilation and Filtration
 - E. Bid Solicitation Guidelines
 - F. Techny Prairie Parks and Fields Cell Tower
 - G. Park Site and Facility Naming Policy Review
- V. New Business
3/11.13 Consider Professional Services Agreement with Gewalt Hamilton Associates, Inc.
3/11.14 Consider Renewal of Custodial Services – Various Locations, Bid #2217
- VI. Old Business
- VII. Next Meeting – April 8, 2024, at 6:45pm or immediately following the previous Committee Meeting, Leisure Center, Crestwood Room, 3323 Walters Avenue
- VIII. Adjournment

Copies to: Park Board, Attorney, Directors, All Staff and Park District Facilities, Daily Herald, Village of Northbrook,
Posted on Park District Website: nbparks.org

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Eileen Loftus, the Park District's ADA Compliance Officer, at the Park District's Administration Building by mail at 545 Academy Drive, Northbrook, Illinois 60062, by phone at 847-291-2960, Monday through Friday 8:30am until 5:00pm, or by email to eloftus@nbparks.org at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter generally require at least 5 business days' advance notice. For the deaf or hearing impaired, please use the Illinois Relay Center voice only operator at 800-526-0857.



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MEMORANDUM

To: Parks and Properties Committee
From: Eileen Loftus, Director of Recreation
James Kim, Director of Parks & Properties
William Meyer, Superintendent of Grounds & Golf Maintenance
Meri Shea, Athletics Manager
Agenda Item: IV. B. Outdoor Athletic Field and Hard-Court Assessment Update
Date: March 8, 2024

As part of the 2021 Comprehensive Master Plan Update (CMP) Action Plan, the District engaged in a Professional Services Agreement with Hitchcock Design Group (HDG) of Naperville, Illinois, for Landscape Architecture services to develop and deliver an Athletic Field and Hard-Court Assessment to include the physical track at the Ed Rudolph Velodrome for the Northbrook Park District in March 2023.

A team of staff was assembled to work with HDG to develop a detailed assessment of all District-owned and managed fields and courts and conduct stakeholder meetings, focus groups and facilitated discussions with interested and new Commissioners. The primary assessment phase of the project concluded in August and Steve Konters, Senior Principal, from HDG presented progress to date, review of stakeholder feedback and conditions, and an initial compilation of strategies, at the Regular Board Meeting on September 27, 2023. Since receiving Board input at that meeting, staff have been working with HDG to hone the preferred strategies and concepts.

Steve Konters will be providing an update at the March 11, 2024 Parks and Properties Committee Meeting. Steve will seek feedback, primarily on the strategies and concepts, to provide guidance for preparation of final assessment document to be delivered to the Board in April.

Pc: Chris Leiner, Executive Director



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MEMORANDUM

To: Parks and Properties Committee
From: James Kim, Director of Parks & Properties
CC: Jake Vest, Trades Manager
Agenda Item: IV. D. Techny Prairie Activity Center UL Verified Ventilation and Filtration
Date: March 8, 2024

Background & Analysis:

The Techny Prairie Activity Center (TPAC) was constructed with more indoor space in mind for the community, but the final product is so much more. The innovation to create a future-forward sustainable and highly efficient Net Zero Energy facility was part of the vision. Trades Manager Vest, investigated a process to verify that the building met high indoor air quality standards while operating at high energy efficiency. The facility goals of health and sustainability aligned well with the Underwriters Laboratory Verified Ventilation and Filtration Certification with testing provided by third party SafeTraces.

On December 5, 2023, SafeTraces conducted an onsite visit that included inspections and performance testing to evaluate air ventilation and filtration performances of the system within TPAC. SafeTraces conducted a controlled release of inert aerosol traces within spaces at TPAC to determine the efficacy of the HVAC systems to remove aerosol in those areas over a set time period. It was determined that four out of four of the high occupancy areas achieved a greater than 99% per hour aerosol removal rate. This resulted in the facility passing the Verified Ventilation and Filtration requirements of the test. Certain test spaces did not qualify to be tested because the ceilings were more than 12 feet high (gymnasium). The main Fitness and Cardio space had an hourly aerosol removal rate of 97.68%, despite the ceiling being more than 12 feet high, which is a great result.

The goal of the exercise was to measure and verify HVAC system performance for reducing exposures to respiratory diseases. With these results, TPAC can continue to invest in optimizing safety, cost, and energy efficiencies and increase staff and patron confidence in the facility. In becoming the first building in Illinois and among the first public buildings in the country to earn the UL Verified Ventilation and Filtration Certification, we believe these goals to be met at Techny Prairie Activity Center.



Pc: Chris Leiner, Executive Director



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MEMORANDUM

To: Parks and Properties Committee
From: James Kim, Director of Parks and Properties
Agenda Item: V. 3/11.13 Consider Professional Services Agreement with Gewalt Hamilton Associates, Inc.
Date: March 8, 2024

Staff Recommendations:

Staff recommends the approval of the Professional Services Agreement with Gewalt Hamilton Associates, Inc. of Vernon Hills, Illinois for engineering services for the renovation of Wood Oaks Green Park parking lots (north and south) in the amount of \$64,400, and an amount not to exceed \$800 for Reimbursable Expenses, for a total amount of \$65,200.

Background & Analysis:

The 2024 Capital Improvement Plan includes engineering services for the renovation of the Wood Oaks Green Park parking lot. These services cover both the north (entrance from Sanders Road) and south (entrance from Walters Avenue) parking lots. The engineering contract encompasses various tasks such as an existing conditions survey, pre-design coordination, construction documents and permitting with the Village of Northbrook and the Metropolitan Water Reclamation District (MWRD).

Additionally, Gewalt Hamilton will provide cost estimates for the development of up to 25 additional parking spaces attached to the south lot. The construction timeline for both lots depends on the overall funding levels in FY 2025 and FY 2026. Accordingly, a phased plan will be devised based on the available funding.

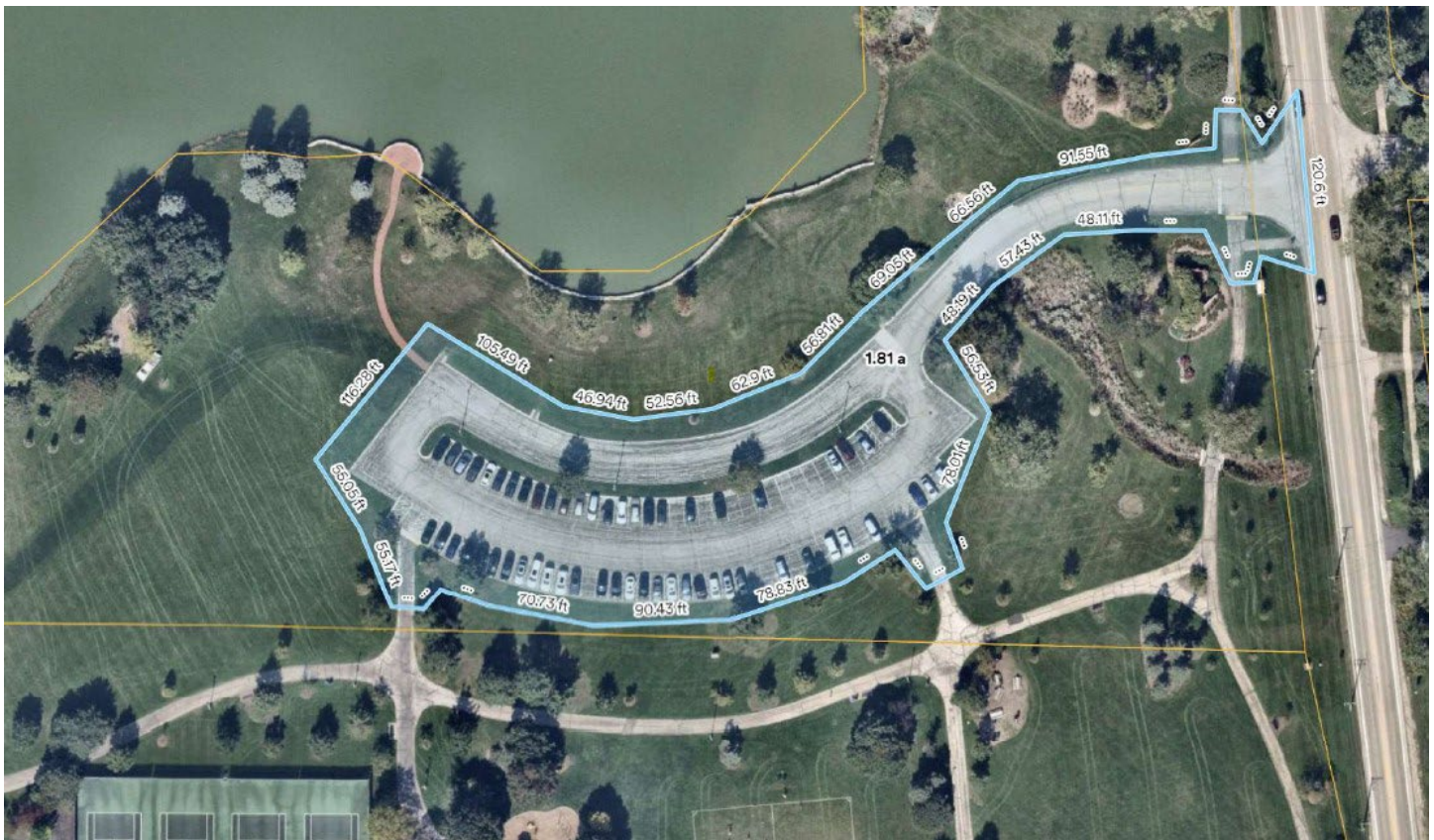
Explanation:

1. Budgeted Cost: \$82,500
2. Budget Source: 2024 Capital Improvement Plan
3. Legal Requirement: Contract negotiated by legal counsel

Motion:

The Parks and Properties Committee Chair moves to approve the Professional Services Agreement with Gewalt Hamilton Associates, Inc. of Vernon Hills, Illinois for engineering services for the renovation of Wood Oaks Green Park parking lots (north and south) in the amount of \$64,400 and an amount not to exceed \$800 for Reimbursable Expenses for a total amount of 65,200.

Pc: Chris Leiner, Executive Director





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MEMORANDUM

To: Parks and Properties Committee
From: James Kim, Director of Parks & Properties
Agenda Item: 3/11.14 Consider Renewal of Custodial Services – Various Locations, Bid #2217
Date: March 8, 2024

Staff Recommendation:

Staff recommends the renewal of the Custodial Services – Various Locations, Bid #2217 for year three of the three-year bid to Bravo Services, Inc. of Chicago, Illinois in the amount of \$130,592.88.

Background & Analysis:

The base bid custodial services are for the Joe Doud Administration Building, Meadowhill Aquatic Center, Heritage Oaks Golf Club Clubhouse, Range Service Building and the Golf Maintenance Building. In addition, window cleaning will occur at Heritage Oaks Golf Club Clubhouse during April through November (all interior and exterior glass) and at Techny Prairie Activity Center every other month April through October (second-floor exterior). Two additional restroom cleanings per day will be provided at the Clubhouse and Range Service Building from March 1 through November 30, 2024.

Company	Base Services	Windows Cleaning	Additional Restroom Services	Total
Bravo Services, Inc. 6015 N. Milwaukee Avenue Chicago, IL 60646	\$92,424.33	\$26,129.25	\$12,039.30	\$130,592.88

In 2023, staff recommended awarding year two of the three-year bid to Bravo Services, Inc. Bravo Services, Inc. met District standards and staff recommends renewing the contract for the third and final year.

Explanation:

1. Budgeted Cost: \$130,592.88
2. Budget Source: 2024 Operating Budgets - Various
3. Legal: Consulted

Motion:

The Parks and Properties Committee Chair moves to recommend a one-year renewal for year three of the three-year bid of the Custodial Services – Various Locations, Bid #2217 to Bravo Services, Inc. of Chicago, Illinois in the amount of \$130,592.88 to the full Board for approval.

Pc: Chris Leiner, Executive Director